

# GARON PARK GOLF COMPLEX

## CHILD PROTECTION PROCEDURES

### 1. RECRUITMENT AND TRAINING

**1.1** Garon Park Golf Complex will endeavour to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.

**1.2** We ask that all volunteers and staff who are in a position of responsibility with regard to children, particularly those who will supervise children, provide the following:

- A current enhanced Criminal Records Bureau check
- A self-disclosure of their criminal record
- References from at least 2 people
- Basic personal details and information of their previous experience with children

The Secretary and Welfare Officer hold copies of the necessary forms and contact information for the Criminal Records Bureau.

**1.3** All staff and volunteers will be offered access to appropriate child protection training. The sportscoachUK 'Safeguarding & Protecting Children' workshop is recognised by the Children in Golf Strategy Group as the most appropriate training for coaching staff and volunteers within golf clubs. Frinton Golf Club recommends this workshop and will ensure that all volunteers and staff who have significant contact with children attend it.

**1.4** All staff and volunteers involved within children will be asked to read and become familiar with the club child protection policy and procedures.

### 2. COMPLAINTS, CONCERNS AND ALLEGATIONS

**2.1** If a member, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, member of Garon Park Golf Complex or otherwise), these concerns should be brought to the attention of the Club Welfare Officer (CWO), even if the person concerned does not consider the concern to require immediate attention. **The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Club Welfare Officer. Please refer to the Flowcharts 1 & 2 for the referrals process.**

The EGU Case Management Officer is: Richard Brown

Telephone 01653 697578

The EWGA Lead Child Protection Officer is: Kirstie Jennings

Telephone 07949 111924

**2.2** All concerns should be treated in confidence. Details should only be shared with those who can help with the management of the concern. The number of club personnel involved will be kept to a minimum.

**2.3** The CWO will report concerns to the EGU/ EWGA Lead Child Protection Officer, and will seek advice on further action. The EGU/EWGA reporting process will be followed in the handling and referral of concerns and allegations.

**2.4** Concerns will be recorded on the concern/allegation recording form, sent to the EGU/ EWGA Lead CPO and retained confidentially within the club.

**2.5** Frinton Golf Club will work with the national governing body and other external agencies to take appropriate action in the case of abuse or serious poor practice. The EGU, EWGA and PGA disciplinary procedures apply and will be followed where possible by Frinton Golf Club.

**2.6** In the event of a child making a disclosure, the following guidance is given:

- Reassure the child that they have done the right thing to share the information
- Do not make promises that cannot be kept, such a promising not to tell anyone else
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action
- Record what the child has said as soon as possible
- Report the information to the Club Welfare Officer in the first instance

Do not notify the parents unless you have first sought advice from the Frinton Golf Club Welfare Officer or the EGU/ EWGA Lead Child Protection Officer

**2.7** The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000 *Frinton Golf Club Child Protection Procedures & info for adults working with Children.*

## **FLOWCHART 1**

**What to do if you are worried that a child is being abused outside of the club (but the concern is identified through the child's involvement in golf)**

### ***Concern identified about a child***

If the child requires urgent medical attention call an ambulance and inform the hospital doctor that you have a child protection concern

Report your concern to the Frinton Golf Club Child Welfare Officer, who will refer that matter to Social Services/Police without delay. If they are not available, report your concern to the EGU or EWGA Lead Child Protection Officer

Make a record of everything that child has said and /or what has been observed with dates and times, using the Frinton Golf Club Recording Form

If neither the Frinton Golf Club Child Welfare Officer or the EGU or EWGA Lead Child Protection Officer is available refer the matter directly to Social Services/Police. Remember delay may place the child at further risk

Complete a report form and copy it to Social Services/Police and to the EGU or EWGA Lead Child Protection Officer within 48 hours *Frinton Golf Club Child Protection Procedures & info for adults working with Children.*

## **Flowchart 2**

### **What to do if you are worried about the behaviour of any member, volunteer, staff, Pro, coach or official in Golf or affiliated organisations**

#### **Concerns identified**

Report incident/concerns to Frinton Golf Club Child Welfare Officer who will:

- Complete the Frinton Golf Club Incident Report Form
- Report to the EGU/EWGA Lead CP Officer
- If you have urgent concerns and neither the Frinton Golf Club Child Welfare Officer nor the EGU/EWGA Lead CP Officer is available, refer immediately

to Social Services/Police and copy concern

report form to them within 24 hours

If the child requires immediate medical attention call an ambulance and inform the doctor there is a child protection concern

#### **PGA**

EGU/EWGA Lead Child Protection Officer

Children in Golf Referral Management Group decides on 'route' case should take

Alleged minor poor practice – EGU/EWGA Lead CPO to manage

- Complaints procedure

- Disciplinary process

- No further action

If alleged Child Abuse – report to Social Service / Police

Possible outcomes

- No case to answer

- Complaint resolved with agreement between parties

- Training/mentoring agreed

- Disciplinary sanction

- More significant concerns emerge

Serious poor practice, poor practice with wider implications, alleged child abuse:

Possible processes

- Child protection investigation

- Criminal investigation/proceedings

- Investigation under disciplinary proceedings – including possible temporary suspension of person accused

Golf's investigation ponds outcome of Social Services/Police investigation

Possible Outcomes:

- No case to answer

- Less serious – referred to complaints procedure

- Disciplinary hearing – sanctions

- Civil proceedings

Appeal *Frinton Golf Club Child Protection Procedures & info for adults working with Children.*

### **3. EMERGENCIES AND INCIDENTS**

**3.1** Player Profile/ Medical Consent Forms will be obtained and retained by Frinton Golf Club for all children who are members or attending coaching at the club. These forms will be available at all times and reviewed each year. They will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

**3.2** In the event of a child requiring medical attention:

- The parents will be contacted immediately
- In the event of failure to contact parents, the alternative emergency contacts will be used
- The consent form will be consulted to establish whether parents have given their consent for a club representative to act in loco parentis
- An adult club representative will accompany the child to seek medical attention, if appropriate

**3.3** A record of the action taken will be made and retained by Frinton Golf Club.

**3.3** Where a parent is late in collecting their child from the club the following procedure will apply:

1. Attempt to contact the parent/carer using the contact details on the Player Profile Form
2. Attempt to contact the first, then the second emergency contact nominated on the Player Profile Form
3. Wait with the young person(s) at the club with, wherever possible, other staff/volunteers or parents.
4. If no one is reachable, contact the Club Welfare Officer or the Secretary for advice.
5. The local police will be contacted to enquire about the best course of action.

Staff, members, PGA Pros and volunteers should avoid:

- Taking the child home or to another location.
- Asking the child to wait in a vehicle or the club with them alone.
- Sending the child home with another person without permission.

**3.4** Remind parents/carers of the policy relating to late collection, within the good practice guidance for parents/carers. *Frinton Golf Club Child Protection Procedures & info for adults working with Children.*

#### **4. SUPERVISION**

**4.1** During coaching sessions, Frinton Golf Club will endeavour to ensure that there is at least one club representative present for every 10 children.

**4.2** Parents will be encouraged to attend all events where their children are present.

**4.3** If there are young children (under 12 years of age) attending coaching or playing, they will be supervised at all times, including in the club changing rooms.

**4.4 Parents should be aware that if children are left on the club premises unsupervised, other than to attend club coaching sessions, competitions, or other club organised events, the club cannot accept supervisory responsibility.**

**4.5** Special arrangements will be made for trips away from Frinton Golf Club. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

#### **5. GOOD PRACTICE GUIDELINES**

##### **5.1 Behaviour of adults and children**

5.11 Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice.

5.12 Frinton Golf Club requires that all staff and volunteers working with children adhere to the standards set out in the Adult Code of Conduct. Similarly, children are expected to follow their own code of conduct to ensure the enjoyment of all participants and assist the club in ensuring their welfare is safeguarded.

5.13 Parents should also work together with the club to ensure that the safety of all children is safeguarded. Guidance for parents is provided to assist them in identifying the responsibilities of the club in relation to the child, and how they can best assist the club.

##### **5.2 Physical Contact**

5.21 Physical contact with children by coaches or volunteers should always be intended to meet the needs of the child and the sport, not the adult. That is, to develop golf technique, to protect the child from injury, to provide first aid or treat an injury. It should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily.

##### **5.3 Transport**

5.31 Frinton Golf Club believes it is primarily the responsibility of parents/carers to transport their child/children to and from the club. It is not the responsibility of Frinton Golf Club's staff, members, coaches or volunteers to transport children and young people to and from the club for activities, tournaments or matches. *Frinton Golf Club Child Protection Procedures & info for adults working with Children.*

5.32 If members wish to provide transport or juniors, they do so at their own risk, and are not acting on behalf of Frinton Golf Club. They should receive permission from parents/carers for young people prior to the journey, and any such journeys are made as a purely personal arrangement and not with the sanction of Frinton Golf Club.

5.33 Frinton Golf Club may make arrangements for transport in exceptional circumstances, such as team events, and where this is the case, the written permission of the parents of the relevant children will be sought. The drivers used will be checked for their suitability to supervise children (see Section 1 Recruitment and Training) and their insurance arrangements verified.

#### **5.4 Photography/ Videoing**

5.41 Permission will be sought from parents prior to the publication or use of any video or photographic images of their child, for instance in newspapers, magazines or websites (using the Photographic Consent Form). The personal details of the child will not be used in any promotional material.

5.42 Any press/ official photographers attending Frinton Golf Club events will be required to seek permission of the club before taking photographs and also permission of parents to use the images

#### **6 Confidentiality**

6.1 Details of juniors shall be kept on file by the secretary/manager, Junior Organiser and PGA Golf Professionals. From time to time the county bodies may also ask for details of promising juniors, these will be passed on as part of our commitment to developing a junior members golfing talent.

#### **7 Changing Rooms**

7.1 Parents will be made aware that their children will be sharing the facilities where adults may get showered and changed. Parental consent will be sought. Where a parent does not consent to their child accessing the changing facilities, it is their responsibility to ensure that they do not use the facilities. Frinton Golf Club will try to ensure there is always more than 1 adult supervising juniors in changing rooms if the necessity for this arises. If, in an emergency a male has to enter a female changing area, or vice versa, Frinton Golf Club will try to ensure another adult of the opposite gender is also present. No cameras are permitted in the changing rooms.

#### **8 Anti-Bullying**

8.1 At Frinton Golf Club we do not accept bullying of any description. If anyone is aware of any incidents relating to any form of bullying (physical, emotional or verbal), they should speak to the Frinton Golf Club Junior Organiser/ Child Welfare Officer immediately.